

Site Visit Checklist Instructions

The Site Visit Checklist (SVC) is a form designed to aid representatives of the Arkansas Department of Education's Charter School Unit in completing successful and meaningful site visits to confirm compliance and generate collaboration. Accordingly, the form should be completed with care and accuracy.

After scheduling and confirming school site visits with the appropriate school leaders, the representative will use the SVC as a guide during the site visit. Prior, during, and following the visit, the representative needs to ensure that he/she has paid close attention to the items that require checkmarks on the SVC, making comments of any concerns that arise in the notes section provided.

Upon completing the checklist, the representative should print and sign his/her name on the lines provided at the bottom of the SVC. Also, the representative needs to scan and save the document with any other pertinent documentation gathered during the site visit. Most importantly, the representative must follow up on concerns or future points of collaboration with the appropriate parties of interest within five (5) business days. Finally, a copy of the completed checklist should be forwarded to all appropriate personnel at the observed school.

Site Visit Checklist	
School Name:	
Location:	
Date of Visit:	
Name of Site Tour Guide:	
Before Visit	
	Discuss/pass out required reports
	Print and attach grant item purchase list to this form (if applicable)
	AELS check against website and follow up with a technical assistance call as needed
	Check with school leader to see if they have any specific needs
During Visit	
Forms	
	Discussed documentation of Best Practices/Innovations
	Observed appropriate use of grant funds (if applicable)
	Discussed assessments, interventions, and RTI models
	Reviewed lottery application form and process
	Reviewed recruitment efforts taken
	Reviewed IEP protocols and SPED teacher credentials
	Reviewed IHP protocols, school nurse survey, and nursing staff credentials
Facilities	
	Observed a non-sectarian learning environment
	Observed special needs accessibility to building, classrooms, and physical activity space
	Observed safety and security procedures in operation
	Observed clean and operating kitchen facilities and/or food program
	Obtained copies of most recent Fire and Health Inspection documentation from open-enrollment schools; remind district conversion schools to have this information on file in School Dude
	Observed nursing facilities
After Visit	
	Report any areas of concern or need for follow up
Notes:	

Date _____